

**MINUTES OF THE  
BUILDINGS & GROUNDS COMMITTEE MEETING  
November 22, 2010**

**Members Present:** Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

**Others Present:** Curt Krouze, Buildings & Grounds Director; Lynn Grube, ITS Director; Sue Piazza, Mary Boyer, Department on Aging; Matt Matteson, District #9 Supervisor; Peter Wolk, Sonny Paszak, Catherine Parker, Bob Metropulos, Commission on Aging; John Potters, County Coordinator; and LuAnn Brunette, Buildings & Grounds Leadperson.

**CALL TO ORDER**

Chairman Sharon called the meeting to order at approximately 10:00 a.m. in the Cedar Room of the Northern Advantage Job Center. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion to approve the agenda by Hoffman/Fried. All aye on voice vote.

**MINUTES OF THE NOVEMBER 15, 2010 MEETING**

Motion to approve the committee meeting minutes of November 15, 2010 with no additions, deletions or corrections by Hoffman/Dean. All aye on voice vote.

Those present discussed the proposed tour of the facility. Discussion then focused on the cost of the computer connections from the Northern Advantage Job Center to the Oneida County Courthouse and possible designation of the Northern Advantage Job Center as a back up for the county's disaster recovery site.

Grube discussed the need to examine the building further to be able to identify more realistic costs for the connection of this building to the courthouse. She stated that she would need access to the entire building and could have figures within a month, in order to more accurately determine the costs.

Fried stated there should be discussion and investigation about the costs, noting this is to be part of phase II of renovation.

Krouze reviewed the phase I renovation as addressing the access to the rear of the building to allow for meals on wheels to function; designing and building the new kitchen; outside work that has to be done to accommodate changes in HVAC and addition of an air exchange unit; and the security card reader system.

Krouze discussed the need to build up the air intake by 13 feet 4 inches to address the architects' concerns with regard to the drive through to the kitchen being near the building's air-intake; he stated that by placing the shaft up to that height, it would look better on the building as the banding will be matched.

Supervisor Fried questioned where the county's disaster recovery center is located at the present time.

Grube responded that it is located in the lower level of the Rhinelander-Oneida County Airport. She described steps that would be taken in the event of a large-scale disaster, and the need for redundant sites. She acknowledged that actual changes in disaster locations would not have to be physically done until if and when the UW offices move, or that the location may never have to move from the current location. Grube then discussed the items that would have to be addressed at the job center building in order to accommodate the computer needs of the department on aging and health department. She indicated that a solid number for the project wouldn't be determined until it is known where the offices will be located.

Committee members questioned what is required to meet the stipulations of the anonymous donor, and obtain the \$100,000 donation.

Krouze stated it was his understanding that a contract to renovate must be reasonable, and in place before the end of the year. He stated the contractor could not begin construction until March 1<sup>st</sup>, when the current tenants have moved out of the building.

Sue Piazza concurred with Krouze's description of the steps that need to be in place to receive the anonymous donation.

Committee members discussed the square footage of the job center building, which Krouze related to be approximately 9,000 square feet on each floor. Then discussion focused on the current square footage of the space currently occupied by the department on aging (approximately 6,600 square feet) and health department (approximately 6,000 square feet). Committee members questioned if the number of employees for these departments will be increased with the additional square footage. Staff responded there would be no increase in staffing.

Krouze stated that part of the phase I renovation would include installation of the security system. He stated the entire building would be wired for full card-swipe access, including all exterior doors and some interior doors, but not all of the office doors on the interior.

Committee members discussed the cost predictions provided at the county board meeting, and Krouze stated that those numbers given out on county board floor were estimates. He stated that the reason this wasn't discussed at other

meetings is that the finance director needed rough estimates for inclusion in the 2011 budget. Krouze stated that he estimated phase I to cost approximately \$165,000, and again outlined the proposed changes.

Supervisor Holewinski asked Krouze to provide a breakdown of what was included in the \$260,000 number that was provided previously for the remodel of the WPS building to accommodate the health department.

Krouze stated that figure was an estimate by the architect, and doesn't provide a figure for the cost anticipated for each piece of the project; rather, it is a proposed project number but not an itemized list.

Supervisor Fried stated it was his understanding the department on aging has approximately \$94,000 that can be used on the kitchen in phase I, and another \$100,000 from the anonymous donor to be used on the project.

Supervisor Holewinski questioned how much other equipment would be needed.

Supervisor Paszak stated the \$94,000 must be used for the kitchen, as it is for the nutrition program, but the \$100,000 donation could be used for anything related to the building.

Supervisor Holewinski asked how much more equipment will be needed when staff moves to the building.

Paszak explained that any furniture that could be re-used would be moved to the job center building.

Krouze explained that Nicolet College offered the furniture and equipment currently in the facility to be sold to the county, but in review, it appeared that this wasn't in the best interest of the county.

Supervisor Holewinski stated that he doesn't want to hear two months from now that they need new desks, tables and chairs, etc.

Supervisor Paszak responded he didn't feel that would be necessary.

## **TOUR OF FACILITY**

Those present toured the facility.

## **REVIEW BID DOCUMENTS FOR PHASE I RENOVATION OF NORTHERN ADVANTAGE JOB CENTER**

Krouze stated that the engineers haven't finished the plan yet; that will be available at a later date by addendum. Krouze distributed and reviewed the revised time plan. He stated that there is time involved in the design process, but it is being worked on. He stated that what he is looking for today is the approval

of moving forward with the RFP. Krouze stressed to committee members that the county would always have the option of rejecting the bids, but there would be no time for a re-bid if the bids are rejected.

Supervisor Fried questioned if the RFP is one big bid or separate smaller bids.

Krouze responded that he would want a general contractor to oversee the entire phase I project. He stated that an alternate for the security system could be written. Krouze discussed the protection for the county if there is a problem by having one general contractor overseeing the entire project.

Supervisor Fried questioned if the bid includes pricing the equipment.

Krouze stated that it does include equipment.

Supervisor Holewinski questioned if there was a way to utilize local contractors.

Discussion followed. Krouze stated that stipulating use of local contractors would make the process more complicated, noting the county is responsible to the taxpayers to keep costs down.

Supervisor Fried related that the school district asked for the wording to use local contractors where possible.

Supervisor Metropulos questioned if corporation counsel had an opinion on the use of local contractors.

Krouze related that generally, if the contractor were reputable and meets the bid bonding requirements, the county would have to have a really good reason not to hire them.

Supervisor Hoffman interjected the committee would like to see the project done by local contractors if possible, but if it is going to cost more money the responsibility to the taxpayers must come first.

Krouze explained that 75% of this project is the kitchen work.

Timing was discussed.

Supervisor Holewinski noted because of the \$100,000 donation and the time constraints, the committee is passing this along without review. He stated that normally he would say this wouldn't be bid until the bid sheet were reviewed.

Discussion followed on the installation of the security system and reasons for adding this to the building. Krouze stated that this location is a higher risk area

due to the increased traffic in the area, and that it was important thing to address at this time.

Motion by Holewinski/Hoffman to approve the bid documents for phase I, and proceed to advertise for bids. Discussion followed. Krouze explained that the committee could reject the bids when they come in, but could lose the \$100,000 anonymous donation. All aye on voice vote.

Krouze announced that bids will come in on December 16<sup>th</sup>, and he would like the committee to view the bids. He stated that arrangements have been made for the clerk to open the bids, Ayres will review the bids on the weekend, and come back on December 20<sup>th</sup> with a recommendation.

### **PUBLIC COMMENT**

There was no public comment at this time.

### **ITEMS FOR NEXT AGENDA**

Chairman Sharon stated that award of the bid would be an item for the next agenda.

### **REVIEW UPCOMING MEETING DATE**

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, December 20, 2010 at 10:00 a.m. It was determined no special meetings would be necessary at this time.

### **ADJOURNMENT**

The meeting adjourned by a motion of Hoffman/Holewinski. The time was approximately 11:55 a.m. All aye on voice vote.

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Jim Sharon,  
Chairman

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LuAnn Brunette,  
Committee Secretary